

14

# GUIDELINES

FOR

Preparation and Selection of Programme  
Proposals under International Programme  
on the Elimination of Child Labour (IPEC)



MINISTRY OF LABOUR  
GOVERNMENT OF INDIA  
NEW DELHI

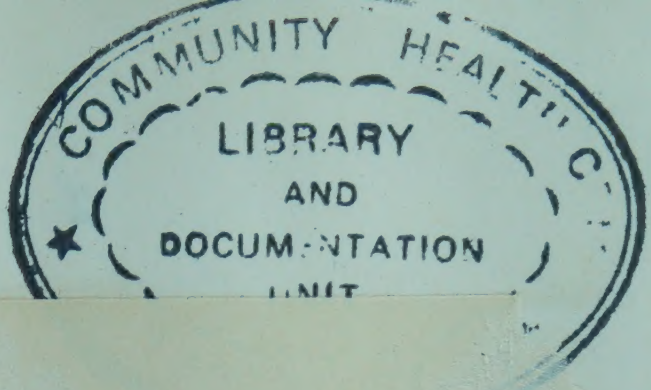
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**Community Health Cell**  
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**COMMUNITY HEALTH CENTRE CELL**  
**GUIDELINES FOR PREPARATION AND  
SELECTION OF PROGRAMME PROPOSALS  
UNDER INTERNATIONAL PROGRAMME  
ON THE ELIMINATION OF CHILD LABOUR.**

**I INTRODUCTION**

The International Labour Organisation has identified elimination of child labour as one of its thrust areas and a project entitled 'International Programme on the Elimination of Child Labour' (IPEC) was introduced in April, 1992 in consultation with several Governments, workers' and employers' organisations of member States and Government of Germany-the main donor agency. The IPEC aims at complementing the Government resources and efforts to encourage, promote and support action oriented programme by NGOs and other institutions within the framework of the national policies and programme relating to child labour.

**II OBJECTIVES**

The long-term objective of the IPEC is the effective abolition of Child Labour. The Programme envisages that this cannot be attained immediately and requires progressive improvements in social and economic condition in many countries and calls for social and legislative action for the progressive elimination of Child Labour and its regulation during the transition period.



### III PROGRAMME STRATEGY

The IPEC comprises National Programmes which can constitute the major part, and promotion of world wide movement against Child Labour. Under the National Programme the IPEC's work programme is characterised by flexibility and innovativeness in approach. It lays down only broad guidelines for implementation because of the complexity of the problems of Child Labour. Further, in view of the seriousness and the size of the problem on the one hand and the limited resources and institutional capabilities of the participating countries on the other, the programme envisages certain prioritisation of action programme at the national level. The following priority areas of action have been taken up in the first phase:-

- preventing employment of children in hazardous work or employment;
- protecting those under 14 years of age including girls.

The action programme for different activity will combine to form the national programme. The execution will lie with the government or the concerned NGOs, or sub-contractor as the case may be.



## TARGET GROUP

(i) Children working in factories, industrial enterprises, cottage industries and home work (includes Carpet Industry, Beedi making, textile and leather industries, food processing, match manufacturing, construction industry, other industries, hazardous occupation).

(ii) Children working in agricultural sector (includes plantation, fishing, general farming).

(iii) Children working in the Service Sector (includes shops and other workplaces, restaurants, scavenging, rag picking, domestic service, street vendors).

(iv) Children working in the Informal Sector (includes street children, communities and families of street children).

Two additional target groups need consideration under IPEC.

(i) Government institutions, non-governmental institutions NGOs, Workers' and Employers' Organisation.

(ii) Institutional and structural developments including policy advice.



#### IV DURATION

The project is expected to run for a period of 5 years. Individual programmes may however be of shorter duration. It is further expected that the NGOs will have a clear idea of sustaining the project beyond the project period through other resources. The project funding is expected to be gradually tapered down to enable NGOs to plan other funding well in time.

#### V. GENERAL CRITERIA FOR PROGRAMME SELECTION:

The following elements indicate the broad approach which will be generally adopted while considering the proposals. However, the NSC will have discretion to consider any proposal which may not be in strict conformity with the guidelines.

1. Within the broad context of flexibility the qualitative aspects of the approach adopted by the programme for prevention of child labour and welfare of working children would be considered.
2. Major thrust of the assistance would be on the programme elements going into areas such as education, pre-vocational training and vital services as contributing to the welfare and development of the working children.



3. It is expected that the NGO, while formulating the proposal will examine the possibility of linking its programme with those of Central/State /Local Governments/own projects either immediately or during the funding of the programme. The linkages as planned are expected to be clearly spelt out in the proposal.

4. The manner of continuance of the programme beyond duration of IPEC and its sustainability should be clearly indicated in the proposal. The details regarding the integration of the project activities with other programmes within and outside the organisation and/or proposed phasing out.

5. The overall reasonableness of the cost of the project vis-a-vis programme elements and objectives.

## VI. GUIDELINES FOR ELIGIBILITY

(1) Government, Semi-government, autonomous bodies, institutions under the control of the Government as well as NGOs will be eligible to take up programme under IPEC.

(2) The NGO to be eligible should be:-

(a) A Society registered under the Indian Societies Registration Act, 1860 (Act No.21 of 1860); or



- (b) A Public Trust registered under the Indian Trust Act, 1982, or
- (c) A charitable company licenced under the Companies Act, 1956, or
- (d) A Trade Union registered under the Trade union Act, 1946.

(3) The NGO should be such that its welfare and other programmes relating to child labour are accessible to the target group without any distinction of caste, religion or language.

(4) The organisation having experience in the area of child labour and those who have functioned at least for 2 years after registration would be given preference.

(5) The organisation should be in a sound financial position and it should have the capability of executing programmes effectively and smoothly. A minimum annual expenditure on items of recurring nature of the order of Rs. 25,000/- approximately would inter-alia be considered indicative in this respect.

## VII. GUIDELINES FOR FINANCIAL ASSISTANCE

1. Assistance will normally not be given for capital assets such as land, vehicle, building, computer, television, air-conditioners etc.



2. The organisation will normally be expected to contribute at least around 10% of the total cost of the project in terms of cash, material resources, personnel services and infrastructure etc. (to be clearly indicated and quantified wherever possible in the programme proposal).

3. Financing will be periodical based on the performance and other factors. The selection of the programme for continuance of assistance would also depend upon the achievement against the objectives set out in the proposals. The monitoring and evaluation will be done as per prescribed norms.

4. If any organisation has already received or is expecting to receive any grants from some other source for the purpose for which the application is being made under the scheme, assistance will normally be made available after taking into account grants from such other source.

#### VIII. PROCEDURE FOR APPLYING

The organisation seeking to avail of the assistance under this programme will be required to send its application in duplicate in the prescribed format to the State Government concerned. One advance copy of the proposal should be sent to the Under Secretary (Child and Women Labour), Ministry of Labour, Shram Shakti Bhavan, New Delhi and the National



Programme Coordinator, ILO Area Office, 7, Sardar Patel Marg, New Delhi. However, the National Steering Committee may at its discretion, entertain applications received directly from reputed institutions/organisation.

The State Governments while recommending a case should comment inter alia on the following aspects:-

- (i) Credibility of the organisation in terms of its programme performance and financial soundness.
- (ii) Viability and feasibility of the programme proposals in terms of its approach, content and costing of programme elements.
- (iii) Support of the State/local Governments in terms of actual field level linkage of its institutional manpower/financial resources.

Each application will be accompanied by the following documents:-

- (i) A brief note not exceeding one page describing the objectives and the activities of the organisation.
- (ii) A copy of the Constitution of the organisation.



- (iii) A copy of the registration certificate of the organisation.
- (iv) A statement showing grants received or requested or under consideration during the preceding and current year from other bodies such as Central/State Government departments, national and foreign donors, etc.
- (v) An audited statement of accounts viz. the balance sheet, income & expenditure Statement and Receipt & Payment Account of the organisation for the previous year certified by a Chartered Accountant or Government Auditor. This should relate to the entire organisation.

If it is found at a later date that the organisation has withheld or suppressed information regarding grants from other sources, the assistance sanctioned under the IPEC may be cancelled, reduced or the organisation may be asked to refund the assistance already paid to it. The duration of the action oriented programme may be upto a maximum period of five years. The organisations should clearly spell out how the project is to be wound up i.e. whether the children are to be integrated with the mainstream or are to be continued to be covered under a similar programme of the organisation.



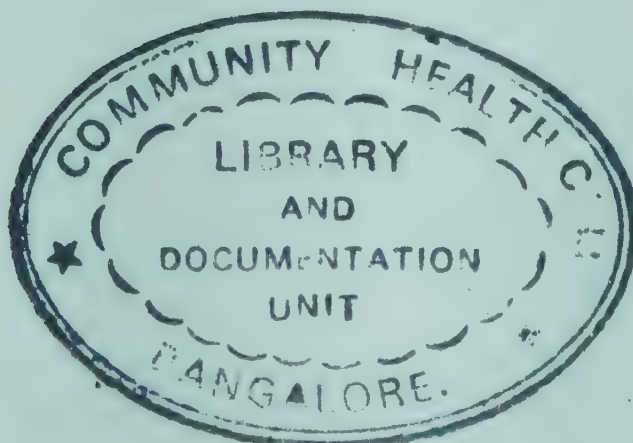
If the latter is the case, the organisation should specifically indicate the assured source of funding for the proposal to be continued.



## MODEL OUTLINE OF PROPOSAL

1. WORKING TITLE (a) :
2. LOCATION :
3. BACKGROUND AND JUSTIFICATION (b) :
4. TARGET GROUP :
  - 4.1 Working children :
    - 4.1.1 Major Characteristics of the group of working children (c) :
    - 4.1.2 Number of working children :
  - 4.2 Intermediate partner groups (d) :
5. INSTITUTION FRAMEWORK
  - 5.1 Description of the responsible institution (e) :
  - 5.2 Collaborating institutions (f) :
6. OBJECTIVES (g) :
7. MAJOR OUTPUTS (h) :
8. LIST OF MAIN ACTIVITIES (i) :

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9. INPUTS :

9.1 Money, personnel materials, services to be provided by the ILO :

9.2 Support provided by the participating country or the institution (j) :

10. PRELIMINARY BUDGET ESTIMATE :



## NOTES ON MODEL OUTLINE

- (a) The summary outline for action programmes on child labour should cover the most essential project components only. It need not exceed three pages. It should include a provision budget estimate and specify the duration of activities. The points to be covered should be modified as needed, depending on the objectives and groups of persons to be addressed.
- (b) The problem to be addressed by the programme should be described and the strategy of the programme set out.
- (c) Example include :
  - (i) children employed in specific industries;
  - (ii) children working in the informal sector;
  - (iii) children engaged in street trade;
  - (iv) working children in an agricultural setting;
  - (v) children engaged in construction; and
  - (vi) any other category, in particular girls.



- (d) Persons who will participate in training or other activities of the project and who are not working children. They could include parents, NGOs, a government department or the public at large, depending on the objectives of the programme.
- (e) This section should give a brief description of the organisational set-up and major fields of activities of the responsible institution. If need be, this could be given as an annex.
- (f) This should identify the collaborating institutions and the type of contribution they are expected to make.
- (g) Example include :
  - (i) improve government's capacity for enforcing legislation;
  - (ii) information gathering and dissemination for public awareness raising;
  - (iii) workshops for exchange of experience;
  - (iv) assistance in organising concerned groups;
  - (v) providing of schooling;



- (vi) providing of vocational training;
- (vii) providing of shelter, health care, nutrition, or welfare services and recreation facilities, and
- (viii) rehabilitation measures for the delinquent child.

(h) List the outputs which are to be produced by the project.

Examples :

- (i) x number of children provided with non-formal education;
  - (ii) x number provided with skill training;
  - (iii) x number benefitting from nutrition, health and other types of services, including shelter, etc.;
  - (iv) x number of labour inspectors or NGO officials trained in this or that type of activity;
  - (v) this or that type of study, report, etc. prepared.
- (i) List all the activities which are important (including the preparatory work, if any).



Example :

Developing a workplan; training staff; preparing curriculum outlines; developing and carrying out socio-economic surveys; developing model educational, training or other types of service programmes; carrying out workshops for NGOs groups; ordering equipment.

- (j) Major inputs by all parties should be identified. They should give a realistic picture of what is to be provided (e.g. equipment, building and accommodation, administrative and secretarial services, national staff, etc.). Inputs should be specified by, type (staff, equipment, etc.), number or amount, length or duration of assignment, cost.







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